

**CLASS SPECIFICATION FOR  
Safety Specialist**

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**GENERAL STATEMENT OF DUTIES:** Performs a wide variety of administrative and technical duties relating to the County's loss-control program; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This class is assigned to the Risk Management Division of General Services and is responsible for conducting an active program of loss-control under the County's self-insurance program. The incumbent works with all General Government and School agencies as needed, conducting inspections and training. General supervision is received from the Risk Manager.

**EXAMPLES OF WORK** (illustrative only):

- Conducts facility, job-site and equipment inspections to ensure various safety regulations are complied with;
- Develops and implements safety training and awareness programs for General Government and School agencies as needed;
- Conducts training programs and collects data to evaluate their effectiveness;
- Analyzes Workers' Compensation and vehicle accident reports to identify trends and to adjust training needs as appropriate;
- Coordinates the Hazard Communication Program and ensures all required Material Safety Data Sheets are available and current;
- Assists in the conduct of safety and loss-control surveys, helping to compile and analyze data and to make appropriate recommendations for establishing or revising safety policies and practices;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and practices of safety administration, insurance, risk analysis and OSHA as applied to governmental operations; ability to make safety inspections and to recommend the appropriate corrective actions assertively yet tactfully; ability to effectively train others in proper safety methods and procedures; ability to keep accurate records; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to establish and maintain harmonious and effective working relationships with representatives from other agencies, employees and with the public.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in safety management/technology or a related field; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Possession of a valid driver's license issued by the State of Virginia.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.